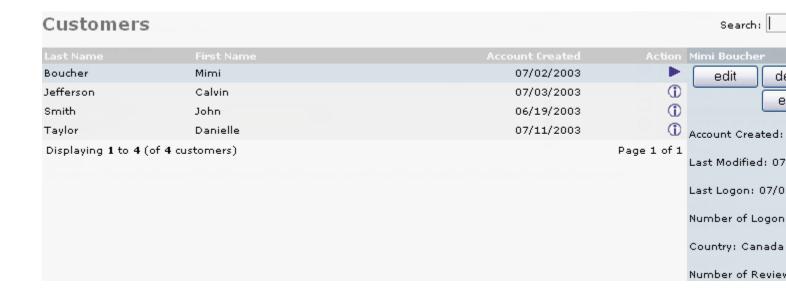
9. Customer Information

9.1 Customers

- Under customers, you would find a complete list of your customers.
- You can edit their information, or delete them, or send them an email.



9.2 Orders

• Under orders, you can view what products have been sold and which customers bought what products.

Orders					Orde
					Sta
Customers	Order Total	Date Purchased			[4] 07/09/2003
Mimi Ho	\$30.00CAD	07/09/2003 18:54:06	Pending		edit
Mimi Ho	\$1,734.27CAD	07/09/2003 18:42:54	Pending	1	invoice
Calvin Chan	\$101.29CAD	07/07/2003 15:19:36	Delivered	1	
Calvin Chan	\$94.99	07/03/2003 15:18:06	Delivered	1	Date Created: 07
Displaying 1 to 4 (of 4 orders)			Page	⊇ 1 of 1	Payment Method

- You can also update the status of the products sold by double clicking on the product.
- If the Status was at Pending before, but you have just sent it out, you can change the status to Processing.
- If the product has been sent and received, you can change the status to Delivered.

Payment Method: Cash on Delivery

Status: Delivered

Notify CPending Processing Delivered

1 × Windows 2000	mswin2k		7.00%	\$89.99	CAD	\$89.99CAD	\$89.99CAD
							Sub
							Flat Rate (Bes
							7.0
D-1- AJJ-J	C	64-4	6		1		
Date Added	Customer Notified	Status	Comment	35			
07/07/2003 15:19:36	✓	Pending					
07/07/2003 15:21:13	✓	Delivered	Confirmed and s	hipping	ategory.		
Comments							
			A				
			tora coludos la su				
			ne Copy				

update

Append Comments: 🗹

invoice

packi